

**INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION**

This document is used for regulatory purposes relating to the appointment and payment of public funds. False or misleading statements may constitute violations of such regulations. Prepare according to instructions from the Supervisor's Field Guide for Supervisors of Locally Employed Staff, Chapter 2 (3 FAH-2 H-440).

1. Post Hanoi, Vietnam	2. Agency Department of State	3a. OPS Job Code H60251
3b. Post Job Number A-532-21		3c. Subject to Identical Position? If yes, provide total position number and list all additional post job number(s) in 3d. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

3d. Total Number of Positions 3	Identical Additional Post Job Numbers A-530-22; A-532-23
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4. Post Position Title or Working Title (if different from official title) Accounting Technician, FSN-401

5. Reason for Submission <input type="checkbox"/> New position <input type="checkbox"/> Implementation of SJD/FJD <input checked="" type="checkbox"/> Recertification of position description <input type="checkbox"/> Significant changes to existing position <input type="checkbox"/> Reorganization or reprogram of existing vacant position to position with different official title or occupational series - <i>provide OPS position Number and OPS Job Code for existing vacant position</i>

6. Organizational Design	
6a. Office/section Management Office	6b. First Subdivision Financial Management Center
6c. Second Subdivision	6d. Third Subdivision

7. Certifications/Signatures			
7a. Employee	I acknowledge receipt of this description of my position duties and responsibilities.	<input type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.	Date
7b. Supervisor	I certify that this is an accurate description of the duties and responsibilities of this position.	<input checked="" type="checkbox"/> By checking this box, I, certify that I am the individual submitting this document.	Date 06/08/2022
7c. Section Chief/ Agency Head	I certify that this is an accurate description of this position and there is a valid management need for this position.	<input checked="" type="checkbox"/> By checking this box, I, certify that I am the individual submitting this document.	Date 6/8/2022
7d. HR Officer/ Mgmt. Officer	I certify that this is an accurate description of this position.	<input type="checkbox"/> By checking this box, I, certify that I am the individual submitting this document.	Date 6/8/22

8. Classification Action and Certification - I certify that this position has been classified within established standards.					
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8a. Classification Center RSC-EAP-PCD	Official Title Accounting Technician	Job Series FSN-410	Grade FSN-7	Approver Name	Date Approved 06/20/2018
8b. GTM/OE	Official Title	Job Series	Grade	GTM/OE Name	Date Approved

8c. Recertification Reason		RCC/Approver Name		Initials/Date	
				06/13/2022	
9. Post PD Review	Initials/Date	Initials/Date	Initials/Date	Initials/Date	Initials/Date
9a. Employee					
9b. Supervisor					
9c. HR/Mgmt. Officer					

10. Job Overview

Incumbent of this position will serve as an Accounting Technician to obtain Value Added Tax (VAT) Refund for the Mission. The incumbent will report to the Supervisory Voucher Examiner with administrative oversight by the Supervisory Financial Management Specialist and Financial Management Officer. He/she classifies VAT accounting transactions, maintains and reconciles VAT transactions, prepares VAT quarterly reports. He/she is responsible for maintaining the overall control for all account receivable, performing technical audit functions to examine the vouchering packages, and serving as PSU Point of Contact, acting as an Alternate Cashier, backing-up absent employees and performing other duties as assigned

10a. Direct Supervisor of Position:

Works under the direction of the Supervisory Voucher Examiner and administrative direction of the Supervisory Financial Management Specialist and the American Financial Management Officer.

10b. Position Directly Supervises:

N/A

10c. Indicate if the position has authority to obligate funds:

No

10d. Provide security access determination level, if required:

11. Major Duties and Responsibilities (Include % of time spent for each duty, percentage totals must equal 100%):

1. OBTAINS VAT REFUND FOR ALL MISSION ACCOUNTS: 20%
 - Collects and is accountable for original VAT-refundable invoices from voucher examiners in Hanoi and Ho Chi Minh City.
 - Compiles and fills out the VAT Refund Application Form in both English and Vietnamese in accordance with Vietnam's Ministry of Foreign Affairs (MFA) prescribed guidelines. Compiles the invoices to the required order before and reconciles accordingly. Follows internal and MFA requirements for copies, Mission approvals (up to the Management Counselor) and submission requirements to assure reimbursements of the highest dollar amount possible.
 - Follows up and obtains VAT receipts for non-VAT invoices.
 - Researches and reconciles with main accountants on the total amounts to be refunded for every account.
 - Researches, analyzes and quarterly filing and established account receivables for VAT refunds.
 - Upon receipt of VAT refund, returns the invoices/receipts to the appropriate original disbursing vouchers.
2. GENERAL ACCOUNTING/RFMS/ACCOUNTING SOFTWARE: 15%
 - Uses RFMS to track the VAT refund balances and the VAT transactions to resolve difficult reconciliations requiring an analysis of adjustments and corrective entries in the quarterly VAT refund account.
 - Reconciles quarterly VAT refunded amount with quarterly VAT refund report with source documents, identifies discrepancies, determines source of rejections, determines necessary correcting entries and records the correcting transaction.
 - Determines the proper accounting codes to properly credit the VAT refunded transaction in the financial accounting system.
 - Using computerized accounting system (RFMS), processes the credits to the proper accounts through journal vouchers. Maintains document files on source documents for all VAT transactions processed.
3. PERFORMS TECHNICAL AUDIT FUNCTIONS AND SERVES AS PSU POINT OF CONTACT 25%
 - Performs technical audit functions to examine vouchering packages including the most complex and difficult vouchers. This includes cashier and non-cashier vouchers such as purchase orders, blanket purchase agreements. Checks all computations on invoices and supporting documentation for accuracy and propriety. Ensures conformance with terms of original contract or authorization.
 - Interprets applicable regulations in terms of their application to payment requests and decides if requested payment is proper and can be made, if additional clarification or justification is necessary, or if a referral to management is necessary.
 - Determines that disbursements related to voucher payment requests comply with appropriate U.S. regulation and host country law.
 - Assures through investigation and documentation that requested payments are not duplicate payments.
 - Acts as Point of Contacts with PSU to solve any problems or issues relating to accounting strip code or funding issues.
4. ADMINISTRATIVE SUPPORT FOR VOUCHERING UNIT: 15%
 - Develops and maintains a standardized system of filing so that FMC Staff Members will clearly understand and identify documents correctly.
 - Establishes and maintains both digital and original vouchers and supporting documents for the vouchering unit.
 - Maintains a master file of all kinds vendor codes and assigns new vendor code to related offices and agencies.
 - Provides scanned payment vouchers to agencies if required.
 - Performs the cross-check to VAT refund data entry before submission if required.
5. SERVES AS EMBASSY'S ALTERNATE CLASS B CASHIER 10%
 - Serves as Embassy's Alternate Class B Cashier with an authorized advance of US\$115,000. Using Coast Cashiering enters all cashier transactions and transits items into the Momentum global accounting system.
6. SERVES AS THE MISSION'S PRINCIPAL ACCOUNT RECEIVABLE MANAGER: 5%

- Acts as the Principal Account Manager. S/he coordinates with voucher examiners, payroll liaison, and cashier in maintaining an account receivable file of amount due from employees and vendors to the U.S.G and following up on any outstanding account receivable on a regular basis.
- Use an Account Receivable Software to prepare Bill of Collections for all account receivable.
- Tracks the receipt from Class B Cashier to the Account Receivable System.
- Analyzes, plans, initiates, coordinates, and implements actions required to maximize collections of accounts receivable. Follows up on delinquent payments.
- Prepare monthly Account Receivable Report, responsible for analyzing reports and informing the Supervisors of any unusual matters that might require management actions.

7. BACKUP DUTIES AND PERFORMS OTHER DUTIES AS ASSIGNED:

10%

- Acts as Direct Billing point of contact to receive vendors' invoices, obtains Vendor Codes, prepares Voucher Checklists, pre-screens vouchering packages, scans and sends vouchers to PSU, responds to questions from PSU, and follows up with PSU on payment status.
- Back- up other voucher examiners in their absence to process basic and complex vouchers.
- Back-up the Accounting Technician, coordinates with the Voucher Examiner/VAT Accounting Technician, maintains an account receivable file of amount due from employees and vendors to the U.S.G and follows up on a regular basic. Prepare months Account Receivable Ageing reports.
- Back-up for the Payroll Liaison to reconcile property sales auction reports with the processed cashier collection reports.
- Back-up for the Payroll Liaison to reconcile the monthly Consular's fee collection reports with the processed Cashier collection reports. Reviews and presents the report to the FMO for final approval and signature.

** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

Minimum Qualification Requirements

12. Knowledge

12a. Pre-hire (*Operational*)

A good basic knowledge of standard accounting clerical procedures used to process and record transactions and accounting data. A general knowledge of office practices and procedures as they relate to processing or compilation of financial data or records. A good knowledge of local taxation regulations including Value Added Tax refund process.

Knowledge of a variety of accounting and budget functional areas and their relationships to other functions to research or investigate problems or errors that require reconciling and reconstructing incomplete information, conducting extensive and exhaustive searches for required information or performing actions of similar complexity.

12b. Post-hire (*Organizational*)

Good knowledge of FAM and FAH, Standardized Regulations, Knowledge Base, ICASS Handbook, cables, management notices, office procedures, government travel regulations, Joint Federal Travel Regulations, GAO manual and guidelines of the US Treasury, GSA and Comptroller General.

Must possess and apply substantive knowledge of applicable FAMs procurement regulations pertinent to contract performance, payment regulations as included in COMPGEN decisions and similar sources, FMS database maintenance and use; and the organization, functions and work flow of the Financial Management Center.

13. Education

Completion of university level education with a baccalaureate degree in accounting, finance, management, or business is required.

14. Licensing/Certifications/Training

On the job training will be provided. Other regional training such as Basic Voucher Examiner as appropriate.

15. Work Experience

15a. Nonsupervisory:

Three years of progressively responsible work in voucher examining, allotment accounting, disbursing, bookkeeping or VAT refund work

15b. Supervisory:

N/A

16. Language Proficiency - List English and other host country language(s) proficiency requirements by level (1-5) for speaking, reading, and writing.

English:

Level 3 - Good working knowledge; written & spoken

Vietnamese:

Level 3 - Good working knowledge; written & spoken

Host-Country Language:

Host-Country Language:

Host-Country Language:

17. Pre-hire Skills and Abilities

Must have proficiency in Microsoft Office software applications, including Word, Excel, PowerPoint and Outlook.

Incumbent must be skilled in reading complex regulations and relating them to issues at hand. Must possess considerable skills in articulating complex issues orally and in writing, e.g., to explain disallowance of claims, to describe alternative or hypothetical conditions. Must be skilled in using computer terminals to maintain financial database.

18. Post-hire Skills and Abilities

Math skills, organizational skills, computer spreadsheet, database and work processing abilities and with RFMS. Ability to understand and use code symbols as they relate to the chart of accounts. Must be skilled in readily interpreting pertinent guidance and relating them to issues at hand.

Must have tact and ability to explain clearly and convincingly the rationales for payment disallowances. Must be able to read, interpret and apply provisions of leases and contracts to a variety of working situations making determinations as to whether there is a USG obligation and that there is a legitimate basis of disbursement of government funds. Proficiency in the use of computer and a calculator. Level I typing ability and mastery of excel spreadsheet are required. Since almost all workload is non-controllable and emanates directly from sources positions at this level require self-starters

19. Special Work Environment & Conditions

N/A

20. Post PD Review Notes (FOR HR USE ONLY)



U.S. Department of State
INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION
INSTRUCTIONS FOR COMPLETION

1. Post – Please type the post name.
2. Agency – Please type the agency name.
3. This section deals with the numbers found in OPS, on the individual employee's document and internal management of identical additional positions. It is an important internal control for position management.
- 3a. OPS Job Code: This number is generated by the OPS System and is linked with the MClass system. This block will be completed by the Post HR Office for existing positions or by checking on MClass for new positions once positions are classified.
- 3b. Post Job Number: This column should contain the OPS assigned position number or post position number recorded in MClass.
- 3c. Please indicate if the classification will be assigned to multiple (identical additional "IA") positions.
- 3d. Total number of identical positions - Please state the total position numbers that are assigned to the position's MClass record. Identical post job numbers should be listed in this section. If space is insufficient to list all identical post job numbers, please provide details in the organizational chart.
4. Post Position Title - This is used when the official position title in MClass differs from the more common title found in the host country. If there is no position working title, please leave this blank. The position working title will also appear in OPS.
5. Reason for Submission - please select the appropriate reason for submission. Please provide additional information when prompted.
6. Organizational Design - listing the office, section, and unit where the position is located.
7. Certifications/Signatures - Since this document is used for regulatory purposes relating to the payment of public funds, each stakeholder is required to acknowledge or certify, and sign.
8. Classification Action and Certification - This is completed by the RCC annotating the Official Title, Job Series and Grade of the position. The date is the date that the position was either approved or recertified in the MClass system. When there is a formal appeal of the classification performed by the RCC, the final decision from GTM/OE and/or USAID will be annotated here with name/initials.
- 8c. PD Recertification - Post to provide reason (e.g., PD is more than 5 years but still valid, or some changes reflected in the PD are not significant for reclassification). RCC provides the recertification official and date upon updating/uploading the revised PD in the MClass.
9. Position Description Review - This section documents the local reviews/updates performed at the Post level that are not sent to the RCCs. Refer to the most updated policy aid or contact respective RCC for additional clarification on minor changes at Post Any change to a PD must be reviewed by the employee, supervisor and Management Official (see 7 for explanation for Management Official).
10. Job Overview - This is a brief statement explaining the overall purpose of the position. This statement will appear in the vacancy announcement when the position is advertised. It should be concise, no more than 2 paragraphs, and be in plain language that can easily be understood by internal and external applicants.
- 10a. Direct Supervisor of Position: This a brief statement explaining who the direct supervisor of the position is; the level of oversight that will be used and how the work will be reviewed.